



COMMERCIAL SUBMITTAL REQUIREMENTS

BUILDING SERVICES



This is a comprehensive submittal list. All items may not pertain to your specific project.

1. Document Submittal List

A. Drawings: 6 Sets (24"x36" maximum)

- ☐ Plot plan
- ☐ Grading and drainage plan
- ☐ Landscape plan
- ☐ Architectural plan: floor plan(s), roof plan, exterior elevations
- ☐ Structural: foundation plan, floor framing, roof framing, truss information, cross sections, and structural framing details referenced on framing plan
- ☐ Mechanical plan
- ☐ Electrical plan:
- ☐ Plumbing plan
- ☐ Applicable T-24 forms
- ☐ 2 Sets must be stamped by Contra Costa Central Sanitary District prior to submittal

B. Calculations: 2 Sets

- ☐ Structural calculations, where necessary (wet signed and stamped)
- ☐ Energy calculations and forms (Title 24)
 - a. Both original 8 1/2 x 11 and CF-1R and MF-1R on the plans

C. Other Documents

- ☐ Soils report
- ☐ Hazardous material declaration
- ☐ Bay Area Air Quality Management District permit
- ☐ Special Inspection Report (if applicable)
- ☐ Health Department approval (if applicable)
- ☐ Fire District approval (if applicable)

2. Addition Information to be Included on Documents

A. Plot Plan

- ☐ Lot dimensions: metes and bounds information
- ☐ Building footprint with all projections and dimensions to property lines and between buildings and show handicap access from public right of way
- ☐ North arrow
- ☐ Visible utility to curb
- ☐ Easement(s)
- ☐ Parking layout and driveways showing handicap access to parking lot and buildings
- ☐ Show and specify the species, variety and size of trunk on all trees
 - a. Show extent of tree canopy

B. Grading and Drainage

- ☐ Top and toe of slopes on slight slopes and topography on lots with more than 5' elevation difference
- ☐ Pad elevations: Ground slope drainage scheme and topography (hill sites)
- ☐ Retaining walls and drainage system

C. Landscape plan

- ☐ Irrigation and planting schedule
- ☐ Accessory structures, walkways, decks, etc.
- ☐ Irrigation showing backflow prevention measures and specifications

D. Architectural and Structural Plans

- ☐ Foundation, structural floor and roof framing plans
- ☐ Architectural floor plan (seat plan for assembly occupancy) and roof plan
- ☐ Exterior Elevations: specify all exterior finish materials
- ☐ Structural material specifications
- ☐ Structural and architectural details
- ☐ Truss configuration and locations
- ☐ Typical cross section in each direction
- ☐ Calculations and details for racks over 8 feet

E. Mechanical, Plumbing and Electrical Plans

- ☐ Location of HVAC equipment and plumbing fixtures
- ☐ Plan for duct penetration(s) at shear walls, girder/beam locations and grade beam locations
- ☐ Outlets, fixtures, switches, smoke alarms, service panel amperage, sub-panel location
- ☐ A load calculation is required if an inordinate amount of equipment or appliances is proposed

F. Energy Requirements

- ☐ Form CF-1R with all signatures
- ☐ Heat loss calculation
- ☐ Print CF-1R and MF-1R on drawing set

G. Information

- ☐ Wet signature on all documents by design professional and document maker
- ☐ Name, title, California registration, address, and phone number of design professional
- ☐ Address of property and name, address and phone number of property owner
- ☐ Cover Sheet Information
 - a. Applicable codes/ 2013 versions of California Building Code, CA Electrical, CA Mechanical, CA Plumbing, Town of Danville Municipal Code
 - b. Description of type of work
 - c. Occupancy and type of construction
 - d. Gross area, by floor(s) and building height
 - e. Index of drawings

- ☐ All drawings must be to scale

H. Details

- ☐ Window: head, jamb and sill
- ☐ Exterior doors: head, jamb and sill
- ☐ Flashing: vertical and horizontal junctures of materials

- ☐ Fireplace: masonry or manufacturers' cut sheets with listing information for make and model of prefabricated fireplaces
- ☐ Footing, piers, and grade beams
- ☐ Post and girder intersections
- ☐ Roof: eaves, overhangs, rakes, and gables
- ☐ Cabinet elevations
- ☐ Floor changes (i.e. wood to concrete)
- ☐ Handrail(s) and guards with support
- ☐ Structural wall sections with details at foundation, floor and roof levels

I. Prefabricated Trusses

- ☐ Roof framing plan with truss I.D. number and manufacturers' name
- ☐ Detail of all truss splices, connection and plate sizes
- ☐ Show all trusses including gable bracing and bridge/bracing
- ☐ Reviewed and signed by engineer of record
- ☐ Wet stamped and signed by truss company engineer
- ☐ Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan